

# The University of Iowa Fraternity and Sorority Community Crisis Management Protocol

## Officer-In-Charge

The president is the Officer-In-Charge of every emergency. Final decision making authority rests with the Officer-In-Charge.

President:

1. \_\_\_\_\_ Ph. \_\_\_\_\_

If the President is not available, contact the following officers in rank order.

2. \_\_\_\_\_ Ph. \_\_\_\_\_

3. \_\_\_\_\_ Ph. \_\_\_\_\_

4. \_\_\_\_\_ Ph. \_\_\_\_\_

5. \_\_\_\_\_ Ph. \_\_\_\_\_

No action should be taken without the consent of the  
Officer-In-Charge!

## Alumni/ae Officials

Contact the following individuals as soon as possible.

Chapter/Graduate Advisor:

Ph: \_\_\_\_\_

Corporation Board President:

Ph: \_\_\_\_\_

Inter/National or Regional Officer:

Ph: \_\_\_\_\_

## University Officials

If necessary, call 911, then contact a University Official.  
Proceed through this list, in order, until you reach someone.  
Explain that there is an emergency and provide details.

Center for Student Involvement & Leadership\_\_ 319.335.3059  
Erin McHale \_\_\_\_\_ 402.871.8355  
Loreal Marshall \_\_\_\_\_ 773.593.0209  
Kyle Fowler \_\_\_\_\_ 567.224.1918  
Meghan Bullard \_\_\_\_\_ 417.631.5775  
Dr. Bill Nelson \_\_\_\_\_ 641.485.1659

Do not hesitate to call at any hour, regardless of the situation!

## Additional Phone Numbers:

Iowa City Fire Department (non-emergency) \_\_\_\_\_ 319.356.5260  
UI PD (non-emergency) \_\_\_\_\_ 319.335.5022  
IC PD (non-emergency) \_\_\_\_\_ 319.356.5275

## If Necessary Call 911

- Be calm and concise.
- Provide complete information to the dispatcher.

## Contact Officer-In-Charge

- Contact the President.
- If the President is not available, contact the next responsible Officer-In-Charge.
- The Officer-In-Charge has final decision making authority and should refer to all Emergency guidelines (both University & Inter/national).

## Restrict Access and Phone Use

- Assign members to restrict individuals from leaving or entering the chapter house, depending on the situation.
- Assign a responsible member to answer the chapter phone and take messages.
- Keep members off personal phones to avoid rumors.

## Contact University & Alumni/ae Officials

- Call through the list of University Officials until someone has been reached.
- Call Alumni/Graduate Officers as soon as possible.
- Do not discuss the situation with the public until University and Alumni/ae Officials have arrived to help.

## Coordinate Chapter Response

- Assemble members to explain the situation. In the case of an attempted suicide, wait for a University or Alumni/ae Official to arrive.
- Explain that the Officer-In-Charge is the sole spokesperson for the chapter.
- Ask members to decline comment until the situation is under control.

## Address Public Interest

- Only the Officer-In-Charge should speak on behalf of the chapter.
- With the help of University and Alumni/ae Officials, prepare an official written statement before commenting to the press.

## Follow-Up

- Do not contact parents until notified by University Officials.
- In the event of a death, relocate roommates and restrict access to the member's room/possessions.
- University Officials may arrange for group/individual consultations.
- Refer to Emergency Procedures document for more specifics.